

## Labor Research Analyst

### PURPOSE:

The purpose of this position is to assist labor relations personnel by obtaining, organizing, analyzing, and presenting data and information for collective bargaining, interest arbitration and grievance arbitration.

### ESSENTIAL FUNCTIONS:

- ❖ Assist the Labor Negotiator and Labor Relations Officers as they prepare for and conduct collective bargaining and interest arbitrations by obtaining and analyzing data on a broad range of labor relations issues.
- ❖ Obtain, organize, and present data and information for costing and implementing collective bargaining agreements. Organize and present such data and information for purposes of collective bargaining, mediation, and interest and grievance arbitration proceedings.
- ❖ Design and conduct, on an ongoing basis, surveys of comparable jurisdictions on a broad range of labor relations issues. Maintain results of surveys in appropriate databases.
- ❖ Provide information support at negotiations and interest and grievance arbitrations as needed.
- ❖ Research contractual provisions for purposes of collective bargaining, mediation, interest and grievance arbitrations.
- ❖ Perform other duties as assigned

### THE REQUIREMENTS:

1. A Bachelor's Degree in Human Resources Management, Public Administration, Psychology or a closely related field with coursework including descriptive statistics from an accredited college or university. A Master's Degree or enrollment in a Master's Degree Program in Labor and Industrial Relations or one of the above majors is preferred.

***NOTE: Equivalent combinations of education and experience may also be considered.***

2. Residence in the City of Milwaukee within six months of appointment and throughout employment.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Analytical skills, including basic knowledge of descriptive statistics.
- Ability to communicate effectively in writing, including the ability to summarize research findings clearly.
- Good oral communication skills, whether speaking over the phone or in person.
- Good interpersonal skills, including the ability to establish effective working relationships with individuals from outside agencies as well as with internal staff.
- Ability to learn and use spreadsheet, database, and reporting software programs.
- Ability to effectively set goals, manage multiple priorities, and work within tight time constraints.

**THE CURRENT SALARY RANGE (02) is \$37,391.64 to \$52,340.60 annually.**

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